



**Roland W. Burris**

Comptroller  
State of Illinois

September 5, 1985

201 State House  
Springfield, Illinois 62706  
217/782-6000

PAYROLL BULLETIN  
(5-85)

TO: All State Agencies, Departments, Boards, Commissions  
and Universities

SUBJECT: Personal Use of State Vehicles Income - Terminated  
Employees

Terminated employees who realized income from personal use of State vehicles must have added to their income the amount of vehicle income they earned from January 1, 1985 through their termination date. To effect this, a one-time entry on the payroll voucher, in the designated field, will be allowed. All information normally contained in the employee's record should be present, except there will be no base pay, gross pay or net pay. Also, there will be no deductions. However, employer and employee contributions to retirement and social security must be paid on this income where applicable.\* It will be each agency's obligation to collect the employee portion for retirement and social security. These monies, when collected, should be forwarded to the appropriate retirement system with a letter identifying the employee and the purpose of the payment.

If your payroll system will not allow vehicle usage income to be put on the payroll voucher without a wage payment, you must send a letter to the Office of the Comptroller identifying the employee by name and social security number and indicating the amount of vehicle usage income that employee earned prior to termination. The letter should also contain the amount of retirement and social security that the employee owes. The State's contribution to retirement and social security should be vouchered to the appropriate retirement system on voucher form C-13. The voucher should indicate that the warrants are to be picked up by the vouchering agency. When the warrants are picked up, they should be forwarded to the appropriate retirement system with a copy of the letter which was sent to the Comptroller's Office. Again, it will be each agency's responsibility to collect the retirement and social security which is owed by the employee on this income.

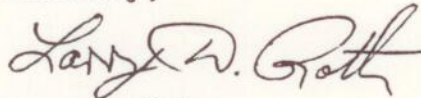
\* Of the state-paid pension systems, only the State Employees' Retirement System and the State University Retirement System consider personal usage income as subject to retirement contribution.

Payroll Bulletin 3-85 dated July 24, 1985, stated that the 1985 notification date for agencies which opted not to withhold federal and state income taxes or to withhold on an annual basis was August 1, 1985. This has been changed to September 1, 1985. It also stated that vehicle usage income could not be reported on a payroll voucher without regular wages and/or overtime. We have made some modifications to our system to allow this entry for terminated employees.

As a reminder, please remember vehicle usage income is to be reported for all applicable usage occurring on or after January 1, 1985.

If you have any questions concerning this bulletin, please contact Mr. Dan Steven at (217) 782-4758.

Sincerely,

A handwritten signature in cursive script, appearing to read "Larry D. Roth".

Larry D. Roth  
Director - State Accounting